



APPLICATION NO. _____
DATE RECEIVED _____

SPECIAL EVENT ACTIVITY APPLICATION BATTLE CREEK, MICHIGAN

Name of Organization: _____ Check one: ☐ Nonprofit ☐ Profit

Name of Applicant: _____ Address: _____

Telephone No: Home: _____ Business: _____ Fax: _____

Type of event: _____

Date(s) of event: _____ Alternate date(s): _____

Time of event: _____ Set up time: _____ Tear down time: _____

Will alcoholic beverages be provided? _____ Will event be ticketed or free? _____ Expected attendance: _____

Requested location(s) (Be very specific): _____

Banners (indicate size, shape and materials to be used): _____

(If you are having a parade, submit a detailed route map)

Fees will be invoiced and are payable at the City Treasurer's Office. The fees are in accordance with the "Fee, Bond and Insurance Schedule" and other established charges. Please make check payable to the City of Battle Creek.

- | | | |
|--|---|---|
| <input type="checkbox"/> Banner Installation | <input type="checkbox"/> Parking Spaces _____ | <input type="checkbox"/> Risers _____ |
| <input type="checkbox"/> Barricades _____ | <input type="checkbox"/> Picnic Tables _____ | <input type="checkbox"/> Showmobile (Contact the Kellogg Arena at 963-4800) |
| <input type="checkbox"/> Clean up by City | <input type="checkbox"/> Police Security | <input type="checkbox"/> Street Closings |
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Reviewing Stand | <input type="checkbox"/> Tents |

Note: Picnic tables are available for City-sponsored or community-wide events only.

INDEMNIFICATION AGREEMENT

The undersigned agrees and promises, as a condition of approval of this request for use of public property, to defend, indemnify and save harmless the City of Battle Creek, its agents, officials and employees, from all suits, claims, damages, causes of action or demands of any kind and character arising out of, resulting from, or in connection with the use of said public property.

Signature of Applicant

Date

Signature of Witness

Date

Note: Special Event Permits must be clearly displayed on event day(s) and are subject to revocation for cause.

FOR OFFICE USE ONLY: <input type="checkbox"/> Approved <input type="checkbox"/> Denied By: City Clerk _____ Date: _____
